

REPORTS INVENTORY				CONTROL NO. DD5/00-001	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.) Quarterly Report				2. TYPE OF REPORT STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	XX ADMIN. GENERAL	
		LOGISTICS	SECURITY	OTHER (specify)	
		MEDICAL	FINANCE	XX COMMUNICATIONS	
4. NO. OF COPIES PREPARED 12		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 19	
7. FORMAT (memorandum, form, computer print-out, etc.) Memo		8. ADP PROCESSING YES <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT OC Order 7.4	
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-CCD/CCL/COB/Sections		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
4-15	Average 10, Step 3 \$5.57		60		\$334.00		4		\$1336.00
16	14.46		3		43.00		4		172.00
TOTAL									\$1508.00

### B. COSTS OF COMPUTER PRODUCED REPORTS

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### TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report changed from Monthly to Quarterly effective October 1969. Previous Monthly Report required since 1951. Used to brief Top Management and used by OC Historians in writing history of OC.

### 14. FUTURE GOALS

15. DATE OF INVENTORY STAT Oct. 70			16. EXTENSION	
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